



## **Ways and Means Committee**

**January 21, 2026**

**6:00 PM**

Notice is hereby given that the Board of Aldermen of the City of Brentwood, Missouri, will hold an **Open Meeting** in the Council Chambers at City Hall located at 2348 S. Brentwood Blvd., Brentwood, MO 63144. Virtual Access is also available via Zoom

### **Instructions to Participate Virtually**

**Zoom Webinar:** <https://us02web.zoom.us/j/83116049003>

**Dial:** 301 715 8592 /// **Webinar ID:** 831 1604 9003

**YouTube Channel:** [Brentwoodmo Govtv](#) - Watch a live video broadcast

### **Instructions for Public Comments**

You may email comments no later than 24 hours before the start of the meeting. Submit public comments to [CityClerkOffice@brentwoodmo.org](mailto:CityClerkOffice@brentwoodmo.org). Public comments, provided they comply with the City's guidelines, will be read during the meeting, made a part of the official record of the meeting, and made accessible to the public online following the meeting.

The City of Brentwood will provide reasonable accommodations for people with disabilities to enable their attendance at city meetings. Please contact the city administrator's office at 314-962-4800 extension 8608, use relay Missouri 1-800-735-2966 TDD or contact us by email at [CityClerkOffice@brentwoodmo.org](mailto:CityClerkOffice@brentwoodmo.org) at least 48 hours prior to the meeting to make your accommodation request.

Posted this 16th day of January, 2026 at 4:00 PM

By: Octavia Pittman, City Clerk

### **1. CALL TO ORDER & ROLL CALL**

A. Call to Order & Roll Call

### **2. APPROVAL OR AMENDMENT OF THE AGENDA**

- A. Approval or Amendment of the Agenda

**3. CITIZEN COMMENTS**

**4. REPORT OF COMMITTEE CHAIR AND ALDERMEN**

- A. Chairwoman Tice
- B. Alderwoman Goad
- C. Alderman Gould
- D. Alderman Erger

**5. CITY ADMINISTRATOR REPORT**

**6. DEPARTMENT REPORT**

- A. Investment Report

**SYNOPSIS:**

The City Administrator and Director of Finance shall report monthly to the Investment Advisory Committee on the present status of the investment portfolio.

**INITIATING DEPARTMENT:**

Finance

**PRESENTER:**

Brad Lukens, ARB

**SUBJECT:**

Investment Report

**BACKGROUND:**

Per the city's Financial Policies and Procedures Manual, the following is to be presented to the WMC every month.

Attached is the earnings report YTD through 12/30.

**1. REPORTING**

The City Administrator and Director of Finance shall report monthly to the Investment Advisory Committee on the present status of the investment portfolio. Each monthly investment report will, at a minimum, include the following:

- 1. The market value of the portfolio, including realized and unrealized gains or losses resulting from appreciation or depreciation.

2. Average weighted yield to maturity and duration of all portfolios as compared to applicable benchmarks.
3. Percentage of the total portfolio represented by each type of investment.
4. The rating levels for commercial paper and bankers' acceptances. The City Administrator and Director of Finance should also recommend to the committee if the commercial paper or bankers' acceptances should be held or sold in the event of a rating downgrade below the minimum acceptable rating levels.
5. Listing of individual securities held at the end of the reporting period.
6. The realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration in accordance with Government Accounting Standards Board (GASB) 31 requirements, reported annually.

**FINANCE/OPERATIONS:**

The first Investment Report titled, "Short Report" is a summary of all accounts and their earnings. Each additional document is an earnings/holdings report for each account Arbitrage Management manages for the City of Brentwood, MO.

**RECOMMENDATION:**

This is presented in compliance with the Financial Policies and Procedures.

**LIST OF SUPPORTING DOCUMENTS ATTACHED:**

[Brentwood Total Earnings December 2025.pdf](#) 

**B. Financial Statements**

**SYNOPSIS:**

Routine reporting for the period of November 2025

**INITIATING DEPARTMENT:**

Finance

**PRESENTER:**

Michell DePew, Finance Director

**SUBJECT:**

Financial Statements

**BACKGROUND:**

Reporting for the period of November 2025. Staff will review with the committee specific line-items (revenue and expenditures).

**RECOMMENDATION:**

For Information only.

**LIST OF SUPPORTING DOCUMENTS ATTACHED:**

- [2025 Income Statement November.pdf](#) 
- [January -Nov 2025 Revenue Analysis.pdf](#) 
- [Expenditure Variance Analysis - Jan- Nov 2025 - Updated MB.pdf](#) 

**7. CONSENT AGENDA**

- A. Minutes Approval - [November 6, 2025](#) 

**8. OLD BUSINESS**

- A. Proposed Amendment to the Vehicle Commuting Policy

**SYNOPSIS:**

Proposed Amendment to the Vehicle Commuting Policy for City Employees

**INITIATING DEPARTMENT:**

Human Resources

**SUBJECT:**

Proposed Amendment to the Vehicle Commuting Policy for City Employees

**PRESENTER:**

Bola Akande, City Administrator

**MEETING HISTORY:**

Resolution 980, approved on June 11, 2012, established five categories outlining employee use of City vehicles for work and/or personal purposes. During budget conversations, discrepancies were noted.

The Vehicle Commuting Policy (Resolution No. 980) was discussed. Staff was asked to bring back an amended policy that left in all the positions mentioned in the policy and include greater restrictions on personal use and distance in which the vehicles and for what purpose city vehicles may be driven. Staff consulted with the city's labor counsel.

## **BACKGROUND:**

During FY2026 budget discussions, inconsistencies were identified between the current vehicle usage policy (adopted in 2012) and the City's present practices. Over time, employee roles and vehicle usage have evolved, creating the need to update the policy for accuracy and alignment.

Proposed changes to the current policy, **Exhibit A: City Vehicle Policy:**

- **Category Two:** Remove, as these positions no longer receive a monthly vehicle allowance.
- **Category Three:** Remove the positions of Assistant Police Chief, Superintendent of Streets, and Parks Maintenance/Superintendent. Add positions of Major of Community Policing, Major of Administration, and K-9 Officer to reflect current structure.
- **Category Four:** Remove the position of City Administrator, as this role no longer uses a City vehicle.
- **Category Five:** Remove the position of the police officer assigned to the Drug Enforcement Administration (DBA) Task Force, as this program no longer exists in the City of Brentwood.

All proposed changes are incorporated into **Exhibit B: Updated City Vehicle Policy.**

## **FINANCE/OPERATIONS:**

These updates do not create any new financial obligations beyond what has already been considered and is being discussed during the Fiscal Year budget process.

## **RECOMMENDATION:**

This item is presented for discussion and feedback with a recommendation to the Board of Aldermen. Additional changes to the policy were made in consultation with the city's labor counsel.

## **LIST OF SUPPORTING DOCUMENTS ATTACHED:**

- [WMC - Vehicle Policy Updated 11.25.pdf](#) 
- [Exhibit A - City Vehicle Policy OLD.pdf](#) 
- [Exhibit B - New Vehicle Policy.pdf](#) 

Motion to forward to the Board of Alderman with a recommendation of approval.

B. FEMA/SEMA Reimbursement Update

**SYNOPSIS:**

Staff is providing the Ways & Means Committee with an update on FEMA/SEMA reimbursements from the 2022 flood and 2025 tornado.

**INITIATING DEPARTMENT:**

Parks and Recreation

**PRESENTER:**

Eric Gruenenfelder, Director, Parks and Recreation

**BACKGROUND:**

Staff continues to work with FEMA and SEMA to obtain reimbursement for costs associated with the 2022 flood and 2025 tornado. Both events were federally declared disasters, making the City eligible for reimbursement as follows:

- FEMA: 75% of eligible costs
- SEMA: 10% of eligible costs
- City of Brentwood: 15% of eligible costs

SEMA requires that FEMA funding for the entire disaster be fully recognized before SEMA submits its portion of the reimbursement.

*2022 Flood:*

Last month, staff received a payment from SEMA in the amount of \$1,320,743.20. This payment represents the FEMA reimbursement associated with damages at 2818 Breckenridge, which was utilized to complete the approved alternate projects and equipment purchases. With this payment, FEMA funding has been received for all projects related to the 2022 flood except for repairs to Lee Wynn Trail.

SEMA staff has indicated that FEMA is conducting a final review of the Lee Wynn Trail project and anticipates closing it out in the near future.

*2025 Tornado:*

In October, the City received all FEMA reimbursements associated with the 2025 tornado. SEMA staff has indicated they are in the process of closing out the project on their end and expect to submit the SEMA reimbursement request in the near future.

**FINANCE/OPERATIONS:**

*2022 Flood:*

The chart below outlines the following information related to the

2022 flood:

- The total amount obligated by FEMA for each category
- The amount owed by FEMA
- The amount owed by SEMA
- The amount owed by the City of Brentwood
- Total FEMA funding received to date (\$1,645,006.85), reflected in the green shaded cell and the total below the chart
- Total funding still owed by FEMA (\$1,023,172.50) and SEMA (\$355,757.25).

Item	Amount Approved	FEMA (75%)	SEMA (10%)	City Portion (15%)
Category A - City Wide Debris Removal	\$64,220.12	\$48,165.09	\$6,422.01	\$9,633.02
Category B - Emergency Response	\$7,852.37	\$5,889.28	\$785.24	\$1,177.85
Category C - Lee Wynn Trail & Litzinger Rd. Bridge	\$1,364,230.00	\$1,023,172.50	\$136,423.00	\$204,634.50
Category E - Fire & Police Equipment	\$12,475.08	\$9,356.31	\$1,247.51	\$1,871.26
Category E - 2818 Breckenridge Industrial Ct. (alternate projects)	\$1,760,990.93	\$1,320,743.20	\$176,099.09	\$264,148.64
Category G - Park Damage	\$347,803.96	\$260,852.97	\$34,780.40	\$52,170.59
<b>Totals</b>	<b>\$3,557,572.46</b>	<b>\$2,668,179.35</b>	<b>\$355,757.25</b>	<b>\$533,635.86</b>

FEMA/SEMA Funding Received To Date: \$1,645,006.85 \$0.00  
 FEMA/SEMA Funding Remaining: \$1,023,172.50 \$355,757.25

The City is still expected to receive \$1,378,929.75, which will be distributed as follows:

- Fund 10: \$3,482.48
- Fund 40: \$1,313,749.85
- Fund 50: \$61,697.42

2025 Tornado:

The chart below shows the same information for the 2025 tornado event.

Item	Amount Approved	FEMA (75%)	SEMA (10%)	City Portion (15%)	Total
Category A - City Wide Debris Removal	\$114,561.48	\$85,921.11	\$11,456.15	\$17,184.22	\$114,561.48
Category B - Emergency Response	\$12,003.08	\$9,002.31	\$1,200.31	\$1,800.46	\$12,003.08
<b>Totals</b>	<b>\$126,564.56</b>	<b>\$94,923.42</b>	<b>\$12,656.46</b>	<b>\$18,984.68</b>	<b>\$126,564.56</b>

FEMA/SEMA/City Funding Received To Date: \$94,923.42 \$0.00  
 FEMA/SEMA/City Funding Remaining: \$0.00 \$12,656.46

The City is still expected to receive \$12,656.46, which will be distributed as follows:

- Fund 10: \$5,897.33
- Fund 50: \$6,759.13

**RECOMMENDATION:**

This is an informational memo.

**LIST OF SUPPORTING DOCUMENTS ATTACHED:**

- [FEMA Reimbursement Update.pdf](#) 

## 9. NEW BUSINESS

### A. Agenda Management System

#### **SYNOPSIS:**

Staff is seeking approval to enter into an agreement with CivicPlus for the implementation of an agenda management system.

#### **INITIATING DEPARTMENT:**

Administration

#### **PRESENTER:**

Octavia Pittman, City Clerk

#### **BACKGROUND:**

The Board of Aldermen previously approved an agreement with BoardDocs for the implementation of an agenda management system designed to streamline the workflow associated with compiling and publishing meeting agendas and packets. In 2024, the City was notified that BoardDocs would transition to the Diligent Community platform. Since that transition, staff has faced challenges with system functionality and workflow processes, resulting in inefficiencies beyond what was anticipated.

In response, staff conducted research into alternative agenda management providers. Key staff members participated in demonstrations from eScribe, MunicipalOne, and CivicPlus to evaluate comparable platforms and capabilities.

Following the review process, staff recommends entering into an agreement with CivicPlus for the following reasons:

- The City already utilizes CivicPlus for website management, allowing for a smoother and more efficient transition.
- CivicPlus provides dedicated implementation support and training, helping ensure a successful rollout with minimal disruption to staff, elected officials, and the public.
- The CivicPlus platform more closely aligns with the City's operational needs and desired workflow for agenda and meeting management.
- CivicPlus will import all existing data from both BoardDocs and Diligent at no additional cost, reducing staff workload and transition risk.
- CivicPlus includes built-in accessibility review tools to help ensure all posted documents comply with accessibility standards for individuals with disabilities.

#### **FINANCE/OPERATIONS:**

If approved, implementation would begin in March or April 2026. The goal is to complete data migration, implementation, and staff

training within approximately 10–12 weeks, with no interruption to meeting services. A detailed implementation timeline will be provided upon approval.

The City budgeted \$14,328.63 in FY26 for an agenda management system, with a planned annual increase of 3% in subsequent years. CivicPlus has proposed a cost of \$10,745 for FY26, which reflects multiple applied discounts. The FY27 annual fee will be \$11,582 and will be subject to a 3% increase in each year thereafter.

**RECOMMENDATION:**

Staff recommends the Ways & Means Committee approve entering into an agreement with CivicPlus for the implementation of an agenda management system, and to forward to the Board of Aldermen for their approval.

**LIST OF SUPPORTING DOCUMENTS ATTACHED:**

- [Agenda Management System memo.pdf](#) 
- [CivicPlus Proposal](#) 

**10. CITIZEN COMMENTS**

**11. ADJOURNMENT**

This meeting will be livestreamed on YouTube and/or recorded. The recording will be made available on the City's YouTube channel. Please be aware that your presence may be recorded.